

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
MINUTES
August 16, 2022, at 3:00pm
VIRTUAL MEETING

Present: Bernice Baran, Peter Berry, Nancy Kolb, and Melissa Wingfield
Absent: Robert Whittlesey
Also Present: Kelley Cronin
Attending: Fran Arsenault, Jeff Bergart, Paulette Farmer, Lisa Franklin, Fred Kinch, Sahana Purohit

Ms. Kolb called the meeting to order at 3:00 PM via a virtual meeting platform with no Board members in physical attendance and broadcasted via Zoom virtual meeting platform.

Ms. Kolb read the rules of the remote meeting and Ms. Kolb conducted a roll call for attendance with Ms. Kolb, Ms. Baran, Mr. Berry, and Ms. Wingfield present and Mr. Whittlesey absent. The Board reviewed the minutes of the June 28, 2022, meeting. Ms. Baran made a motion, which was seconded by Mr. Berry to;

Approve the minutes of the regular meeting for June 28, 2022.

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye
Nancy Kolb: Aye
Peter Berry: Aye
Melissa Wingfield: Aye

The motion was approved.

Ms. Cronin reviewed the updated FSS Action Plan for Board approval. Ms. Baran made a motion, which was seconded by Mr. Berry to;

Approve the updated Family Self-Sufficiency Action Plan.

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye
Nancy Kolb: Aye
Peter Berry: Aye
Melissa Wingfield: Aye

The motion was approved.

Ms. Kolb let the Board know that the Community Preservation Committee liaison needed to be appointed. Mr. Berry made a motion, which was seconded by Ms. Wingfield to;

Appoint Ms. Kolb the AHA representative to the CPC.

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye
Nancy Kolb: Aye
Peter Berry: Aye
Melissa Wingfield: Aye

The motion was approved.

Ms. Kolb updated the Board on how the CPC wants to try and do some long-range planning around what stakeholders would like to see funded. Ms. Cronin let the Board know that the State had asked the AHA to try and get more local resources as a match to State funding for McManus Manor. The Board discussed requesting funds from ACHC, CPC and using developer fees from Whittlesey Village. Mr. Berry made a motion, which was seconded by Ms. Baran to;

Approve committing \$100,000 from the AHA LLC developer fee and request \$100,000 from the ACHC for the McManus Manor project.

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye
Nancy Kolb: Aye
Peter Berry: Aye
Melissa Wingfield: Aye

The motion was approved.

The Board discussed potential projects to consider for future CPC applications. Mr. Berry made a motion, which was seconded by Ms. Baran to;

Approve submitting two applications to CPC, \$100,000 for McManus Manor and \$150,000 for capital improvements.

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye
Nancy Kolb: Aye
Peter Berry: Aye
Melissa Wingfield: Aye

The motion was approved.

Mr. Berry left the meeting.

Ms. Cronin reviewed the second quarter financial reports and let the Board know that a lot of money is being spent on maintenance. A lot of old components are failing. Ms. Cronin explained, when possible, projects are added to the capital plan.

The Board discussed the Metro Mobility program. Ms. Kolb made a motion, which was seconded by Ms. Wingfield to;

Approve the donation of E-Bikes to Families from Metro Mobility.

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye
Nancy Kolb: Aye
Melissa Wingfield: Aye

The motion was approved.

Ms. Cronin reviewed Public Housing Notice 2021-20 Addendum #2 from Department of Housing and Community Development (DHCD) increasing the mileage reimbursement rate from \$0.585/mile to . Mr. Berry made a motion, which was seconded by Ms. Wingfield to;

Increase the mileage reimbursement rate from \$0.585/mile to \$0.62 /mile, effective July 17, 2022.

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye
Nancy Kolb: Aye
Melissa Wingfield: Aye

The motion was approved.

The Board reviewed the change order for the Great Road condominium kitchen and bath replacement project. Ms. Baran made a motion, which was seconded by Ms. Kolb to;

Approve Change Order #1 for project #002081 for \$32,892.93.

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye
Nancy Kolb: Aye
Melissa Wingfield: Aye

The motion was approved.

The Board reviewed the June and July vouchers. Ms. Baran made a motion, which was seconded by Ms. Kolb voted in the affirmative to:

Approve the June and July vouchers as presented.

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye
Nancy Kolb: Aye
Melissa Wingfield: Aye

The motion was approved.

The Board discussed the HILLAP application. Ms. Cronin explained the CPC money for new windows at Windsor could be used as matching money for a DHCD HILLAP application. Ms. Cronin is recommending converting the first-floor units tubs to walk in showers to make the units more accessible to seniors with mobility issues. Ms. Kolb made a motion, which was seconded by Ms. Wingfield to;

Approve applying for HILLAP funds to convert tubs to walk in showers at Windsor Green first floor units. .

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye
Nancy Kolb: Aye
Melissa Wingfield: Aye

The motion was approved.

Ms. Kolb asked if there were any community members who wanted to comment, and Ms. Cronin stated that Paulette Farmer had raised her hand. She thanked the AHA for their work on the Main Street project and wondered when the project would begin. Jeff Bergart discussed the Main Street Campus process and hiring Dennis Dale to help with the design. Fred Kinch also talked about parking for the dog park. Ms. Kolb asked if there were any other comments and if not, could there be a motion to adjourn. Ms. Baran made a motion, which was seconded by Ms. Wingfield to;

Adjourn the meeting.

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye

Nancy Kolb: Aye

Melissa Wingfield: Aye

The motion was approved.

Ms. Kolb adjourned the meeting at 4:33pm.

Respectfully submitted,

Kelley A. Cronin

Kelley A. Cronin

Executive Director

Documents and Exhibits Used During the **August 16th** meeting:

Minutes of the June 28, 2022, meeting, DHCD PHN 2021-20 Addendum #2 Mileage Reimbursement, Second Quarter Financials, DHCD Remote Meeting E-mail, DHCD Fair Housing and Marketing Plan, AHA Resident Demographics, DHCD Census Data for Acton, Annual Plan, FSS Action Plan, Budget Revision, Budget Revision Memo, Change Order Request #1 project #0020821, CPC 5 Year Planning Request, CPC Draft Plan, HILLAP Application